

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** August 13, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: FIFTH ANNUAL ACCOUNTANTS AND AUDITORS INSTITUTE

The University of Rhode Island will offer the fifth annual Accountants and Auditors Institute on Wednesday, October 2, 2002. This one-day seminar will be offered at the Providence Campus at 80 Washington Street from 8:30 am to 4:00pm. Free parking for this program is available at the Rhode Island Convention Center Garage.

If you and your staff are interested in attending, you must use the attached (accompanying) registration form. You must check off one of the four courses being offered for each series of workshops. Also, you should indicate if you require a certificate for professional continuing education credit. **YOU MUST PRINT THIS FORM AND SUBMIT IT WITH PAYMENT INFORMATION TO THE FOLLOWING ADDRESS *ON OR BEFORE SEPTEMBER 20, 2002:***

URI/Alan Shawn Feinstein
College of Continuing Education
80 Washington Street
Providence, RI 02903

If you have any questions you may call the URI Special Programs Office at 277-5050.

/hh
CFO:03-09

State of Rhode Island Accountants and Auditors Institute
Wednesday, October 2, 2002
Registration Form

A. Participant Information

Name: _____ Place of Work: _____

Work Address: _____

Work Phone #: _____ Work Fax: _____ E-mail: _____

B. Workshop Selection: Please check off your selections

Intended Audience: (G) = All audiences (S) = State employees (M) = Municipal employees

10:15 – 11:15 Workshops

- | | |
|---|--|
| <input type="checkbox"/> 1. Advanced Access – Tips & Tricks (G) | <input type="checkbox"/> 3. Conducting Effective Meetings (G) |
| <input type="checkbox"/> 2. Effective Capital Budgeting (S) | <input type="checkbox"/> 4. RI's School Aid Formulas-Issues & Trends (M) |

12:35-1:35 Workshops

- | | |
|---|---|
| 1. Advanced PowerPoint – Tips & Tricks (G) | <input type="checkbox"/> 3. RI SAIL Reports and Reporting (S) |
| <input type="checkbox"/> 2. Warning Signs of Fraud – Red Flags for Managers (G) | <input type="checkbox"/> 4. New GASB Reporting Requirements (M) |

1:45-2:45 Workshops

- | | |
|--|---|
| <input type="checkbox"/> 1. Advanced Access – Tips & Tricks (G) | 3. Best IT Security Practices Over Stand Alone and Networked Computer Systems (G) |
| <input type="checkbox"/> 2. Been There Done That: GASB 34 Implementation (M) | <input type="checkbox"/> 4. Conducting Effective Meetings (G) |

3:00-4:00 Workshops

- | | |
|---|--|
| 1. Advanced PowerPoint – Tips & Tricks (G) | 3. Problem Solving Techniques (G) |
| <input type="checkbox"/> 2. A GAO Yellow Book Update (S, M) | <input type="checkbox"/> 4. Report Writing/Email Etiquette (G) |

C. Method of Payment: \$70.00

Please check, which applies, and provide appropriate information:

Make checks payable to: University of Rhode Island, \$70.00

1. _____ Check is enclosed _____ State Invoice System

3. Credit Card # _____

____ Visa ____ MC ____ Discover Expiration Date: _____

Signature _____

D. Continuing Education Units (Recommended for 6 CPEs)

Please check one:

CPA _____ Attorney _____ Auditor _____ Other _____

If Appropriate: RI Bar Association Member # _____

☐ **Certificate not required.**

**State of Rhode Island
5th Annual
Accountants and Auditors Institute**

***When:* Wednesday, October 2, 2002**

***Where:* URI/Providence Campus
80 Washington Street
Providence**

***Time:* 8:30-4:00**

***Free Parking for this program is available at the
RI Convention Center Garage***

**ALL REGISTRATIONS MUST BE RECEIVED BY
SEPTEMBER 20, 2002**



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College of Continuing Education
Office of Special Programs
80 Washington Street
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